


LAST REVISED DATE: 09/30/2016 (NEW)

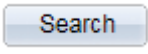



General Information

Task	Process Information
<p>How to View and Adjust Procurement Contract Information</p> <p>(Field User Access)</p>	<p>The Contracts - Field User Access page allows field users view-only access to contract information including:</p> <ul style="list-style-type: none"> Contract begin/end/renewal dates Maximum/Remaining dollar amounts Contract Documents (attachments) <p>NOTE: Please contact the Procurement Manager in the Department of Procurement, Contract and Grant Administration to request contract revisions, or to add additional documents that should be retained as part of the contract file - such as licenses, mods, staffing, and budgets. If approved, the attachments will be added to the contract documents. You can email: dpcasupport@mdcourts.gov</p>

GEARS Navigation

Procurement Contracts > Contracts - Field User Access	
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Process

STEP	ACTION	DETAILS
1.	<p>Enter a Contract ID and/or other criteria, and then click</p> <p></p>	<p>Contracts - Field User Access</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Search Criteria</p> <p>SetID: = SHARE</p> <p>Contract ID: begins with K14</p> <p>Contract Version: =</p> <p>Version Status: =</p> <p>Contract Process Option: =</p> <p>Short Vendor Name: begins with</p> <p>Vendor Name: begins with</p> <p>Master Contract ID: begins with</p> <p><input type="checkbox"/> Case Sensitive</p> <p>  Basic Search  Save Search Criteria</p>

2.	<p>The Search Results grid will contain contracts that meet your search criteria.</p> <p>Click on a Contract ID to view the contract. NOTES:</p> <ol style="list-style-type: none">Only contracts with POs containing PCAs for which you have security access are included.Only the most current version of the contract is included.Contracts without a PO are not included.Blanket Purchase Orders (BPOs) are not included.	<div><div>Search Results</div><div><div>View All</div><div>First1 of 1Last</div></div><table><tr><th>SetID</th><th>Contract ID</th><th>Contract Version</th><th>Version Status</th><th>Contract Process Option</th><th>Vendor ID</th><th>Short Vendor Name</th><th>Vendor Name</th><th>Expire Date</th><th>Contract Status</th><th>Master Contract ID</th></tr><tr><td>SHAR</td><td>K14-0006-2</td><td></td><td>Current</td><td>General</td><td>0000011055</td><td>IRONMOUNTA-005</td><td>IRON MOUNTAIN INC</td><td>06/30/2016</td><td>Approved</td><td>(blank)</td></tr></table></div>	SetID	Contract ID	Contract Version	Version Status	Contract Process Option	Vendor ID	Short Vendor Name	Vendor Name	Expire Date	Contract Status	Master Contract ID	SHAR	K14-0006-2		Current	General	0000011055	IRONMOUNTA-005	IRON MOUNTAIN INC	06/30/2016	Approved	(blank)																																				
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